

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

State/Territory: Illinois

ELIGIBILITY CONDITIONS AND REQUIREMENTS

Procedures for Scheduling and Conduct of Standard Surveys

The State has in effect the following procedures for the scheduling and conduct of standard surveys to assure that it has taken all reasonable steps to avoid giving notice.

1. All life-safety code surveys are scheduled so that they do not precede the "health" survey, thereby assuring that facilities are not notified in advance of an impending survey by the early arrival of the life-safety code surveyor. All program management staff have been notified through reference to the State Operations Manual (SOM) and by periodic reminders, that the life-safety code survey must not precede the "health" survey.
2. All program survey staff have been notified through reference to the SOM and by reminders from their supervisors, of the absolute necessity of not notifying the facility of an upcoming survey. Special attention is given to using discretion during any telephone contacts with the facility prior to the survey so that the facility is not inadvertently notified of the inspection during the telephone conversation.
3. During standard (annual) certification surveys, all survey staff are directed, according to the SOM, to enter the facility as a team and to begin the survey process immediately, so that facility staff are not forewarned of survey activities.
4. In the development of the annual master schedule of surveys, conscientious effort is made to schedule facility surveys during different months of each year. Whenever possible, no facility will be surveyed during the same month in two consecutive years.
5. Progressive disciplinary action will be taken against staff who violate the above principles.

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